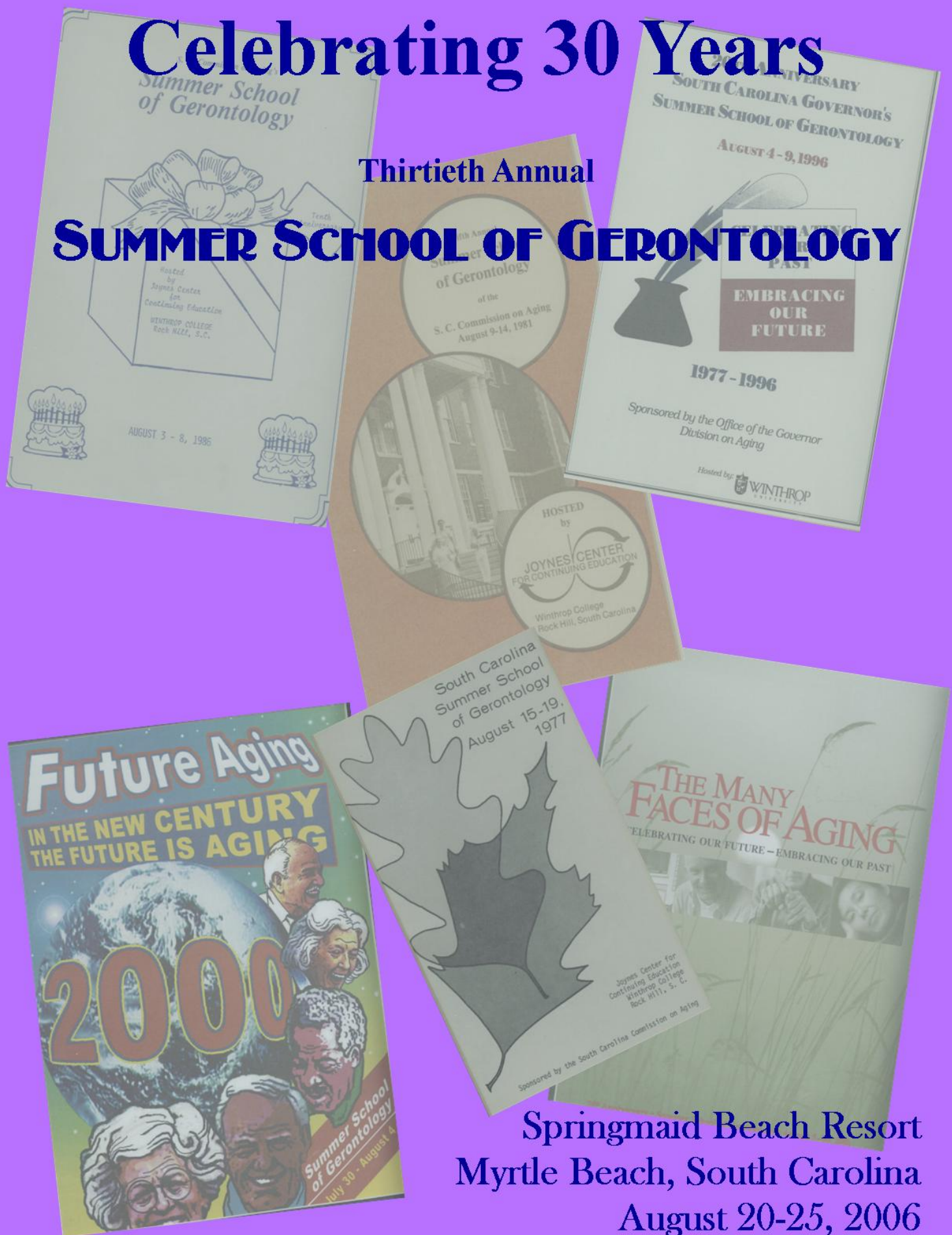# Celebrating 30 Years

Thirtieth Annual

Summer School of Gerontology

Springmaid Beach Resort
Myrtle Beach, South Carolina
August 20-25, 2006

Thanks to Our Sponsors

The 30th Annual Summer School of Gerontology gratefully acknowledges the contributions and donations from the following individuals, businesses, and organizations.

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Celebrating 30 Years

SUMMER SCHOOL OF GERONTOLOGY

August 20-25, 2006

Sponsored by

LIEUTENANT GOVERNOR'S OFFICE ON AGING

Hosted by

Springmaid Beach
Myrtle Beach, South Carolina

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MISSION OF SUMMER SCHOOL

The mission of the Summer School of Gerontology focuses on: 1) building knowledge and skills, 2) promoting personal and professional development, and 3) enhancing credentials. The school is guided by principles which assist in the continuous development and improvement in curriculum and program content. The school offers: 1) an opportunity to improve the quality of services, 2) interagency cooperation and multi-disciplinary functions, 3) quality education at the most affordable price, 4) motivation and renewal, 5) physical and financial accessibility, 6) a focal point for activities, 7) a needs-based curriculum and program, 8) continual responsiveness to changes, and 9) an opportunity to supplement learning through informal networking.

Students represent various agencies and institutions throughout the state including the departments of Health and Human Services, Social Services, Health and Environmental Control, Mental Health, Area Agencies on Aging, Councils on Aging, colleges/ universities, nursing homes, assisted living facilities, adult day care facilities, hospitals, law enforcement, and home health agencies.

COURSES TO BE OFFERED IN 2006

Course offerings this year include familiar ones back by popular demand, and new ones developed in response to a needs assessment and to evaluation responses. Please contact any of the administrative staff or any member of the Planning Committee with comments, requests or suggestions for future courses.

SENIOR DAY/SENIOR TRACK

Senior Day is Wednesday, August 23. Courses of interest will be offered for seniors on Senior Day. Seniors may visit the exhibit hall free of charge. Many courses of interest to seniors will also be offered during the week. (Scholarships are available to the first 20 seniors to register who are 60 and over, retired, not employed, and have an income of less than $1,350 per month.)

BASIC TRACKS

The basic tracks that will be offered at Summer School are as follows:

- ◆ Administration & Finance
- ◆ Alzheimer's Disease & Related Disorders
- ◆ Caregiving
- ◆ Communication
- ◆ Complementary & Alternative Medicine
- ◆ Computers
- ◆ Elder Rights
- ◆ Health Promotion & Wellness
- ◆ Home Care
- ◆ Information & Referral
- ◆ Long Term Care
- ◆ Senior Issues
- ◆ Transportation

WHO MAY REGISTER

The Summer School of Gerontology is open to the public. Certain courses have pre-requisites. Please contact the Lieutenant Governor's Office on Aging if you have any questions about specific courses.

REGISTRATION PROCESS

Before July 14, the **non-refundable registration fee of $50** must accompany each application. If this fee or a purchase order is not included, your application will not be processed. **Friday, July 14,** is the deadline for application without a late fee. After July 14, the **registration fee will be $150 and only $75 is refundable**. The late fee will not be covered under the reimbursement. Applications will be accepted until August 5, 2005, 4:30 p.m. and are to be mailed to:

> **Summer School of Gerontology**
> **Lieutenant Governor's Office on Aging**
> **1301 Gervais Street, Suite 200**
> **Columbia, SC 29201**

CANCELLATION AND REFUND POLICY

Cancellation of Courses

To cancel a course registration, fax a letter to (803) 734-9887 stating you are cancelling. There is a $50 cancellation fee for early registration and a $75 cancellation fee for anyone cancelling after July 14.

Substitute attendees will be accepted, but a $25 processing fee will be required. Please advise in writing if a substitute will be attending in your place. Refunds will not be processed for persons attending any portion of a class. The Lieutenant Governor's Office on Aging has the right to cancel a course if less than eight enroll. **Students will be allowed to substitute another course and transfer the application fee. The fee to change a course will not be charged. The application fee will not be refunded.**

Cancellation of Housing and Meals

Cancellation of housing and meals will be accepted until August 5, 4:30 p.m. To cancel meals and lodging, call Springmaid Beach reservations line at 1-800-770-7198. Cancellations made after August 5, 2006, will result in **complete** forfeiture of deposit.

Natural Disaster Cancellation

In case of a natural disaster declaration and mandatory evacuation of the Myrtle Beach area by the Governor, the Summer School may be cancelled. Information will be provided to statewide media and the Lieutenant Governor's Office on Aging web site at www.aging.sc.gov.

REGISTRATION AND HOUSING CHECK-IN

Registration for Courses

Registration for courses will be held in the lobby of the Registration Building, Springmaid Beach, on Sunday, August 20, from 3 p.m.-6 p.m. Other times for course registration will be mailed with the course confirmation.

Check-In for Housing

Check-in for housing begins at 4:00 p.m. each day in the Registration Building.

TRAVEL REIMBURSEMENT

Travel Reimbursements **may** cover registration fees, meals and travel or lodging, up to $300 and will not be awarded to out-of-state students. The total amount allowed is applied in the following order: registration, meals and lodging. Students' offices must be at least 50 miles away to be eligible for meals and lodging reimbursement. Students must take classes each day that meals and lodging are requested. Applications must be postmarked by July 14, 2006. Late fees and change fees are not covered by scholarship.

To apply for a reimbursement, please complete the general application form and place a check mark by Travel Reimbursement.

ACCREDITATION

Participants may wish to make application to various professional organizations for Continuing Education Units. Specific information on each course is available, upon request, from the Lieutenant Governor's Office on Aging.

Certificate of Attendance

A certificate of attendance will be issued to those completing non-credit courses.

Social Workers

The Lieutenant Governor's Office on Aging is pre-approved as a provider for continuing education for social workers by the S.C. Board

of Social Work Examiners. The certificate of attendance from the Lieutenant Governor's Office on Aging can be used for documentation.

Long Term Health Care Administrators Board

Application has been made to the Board of Long Term Health Care Administrators for approval of Continuing Education for Nursing Home Administrators and Community Residential Care Facility Administrators. **Provide your license number on the General Application Form to receive credit for Continuing Education.** The certificate of attendance from the Lieutenant Governor's Office on Aging can be used for documentation.

Law Enforcement Certification

Application has been made to the S. C. Criminal Justice Academy for approval of Law Enforcement Certification credit.

National Certification Council for Activity Professionals

Application has been made to the National Certification Council for Activity Professionals for continuing education.

LODGING

Springmaid Beach Resort Hotel and Conference Center provides lodging on a secluded 34-acre retreat on the Atlantic Ocean at the south end of Myrtle Beach's famous Grand Strand. Springmaid Beach is offering five different room types to accommodate all Summer School participants:

> Live Oaks and Palmetto rooms offer two queen size beds, refrigerator, microwave, coffeemaker, alarm clock, hair dryer, cable TV, safe, voice mail, data ports, and private ocean view from your balcony. (Accommodates 4, $94.35 per night.)

There are a limited number of one bedroom, two bedroom and hospitality suites in the Palmetto. There are four-room suites that have three bedrooms available in Live Oaks. The suites will be filled on a first come, first serve basis. You may view the suites at www.springmaidbeach.com. Contact Springmaid Beach if you are interested in reserving a suite.

MEALS

Meals will be served in Marlin's Buffet Restaurant. The cost of meals is $22.59 per day: breakfast - $5.91, lunch - $7.00, dinner - $9.68. Payment for meals will be on-site.

PARKING

Ample parking is provided underneath and around Live Oaks Building as well as the parking garage across the street from the building.

LOCATION OF ACTIVITIES

All buildings are located within convenient walking distance of each other. The registration packet will include a list of meeting places for all activities and a map of the campus will be mailed with the confirmation letter. The majority of classes will be located in the Robert L. Reid Conference Center.

DRESS

Casual dress is emphasized. Business suits, ties and heels are discouraged. Jeans, shorts, and swimwear may be needed for free time and social activities. Wear comfortable shoes. Temperatures may vary in classrooms; please bring a sweater or a light jacket.

INFORMATION

Direct questions about courses, fees, registration, travel reimbursement, or additional brochures to:

The Lieutenant Governor's Office on Aging
803-734-9878 or 1-800-868-9095
> Jennifer Hall
> Policy and Program Manager
> halljen@aging.sc.gov

Direct questions about housing and meals to:

Springmaid Beach
> 1-800-770-7198

EMERGENCY NUMBERS

The after-hours emergency telephone number is (843) 315-7100 (Hotel Operator).

2006 SUMMER SCHOOL COURSES and SCHEDULES

Courses have been arranged by tracks according to target groups to assist you in selecting courses: but you may cross over tracks. The course number can be used to find the course in the schedule and the course descriptions. Be aware that many courses could apply to other tracks.

		2006 Summer School Courses	TRACKS												
			Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complementary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
Classes Scheduled for 2 days: Monday thru Thursday -- 9:00 a.m. to 4:30 p.m. , Fridays -- 8:30 a.m. to noon															
Monday & Tuesday--All Day	MT01	Leadership in the Workplace Page: 12	X			X									
	MT02	ABC's of Information, Referral, & Assistance for I&R Specialists Page: 12				X						X			
Monday All Day & Tuesday AM	MT03	Dementia Dialogues Page: 12		X		X			X					X	
	MT04	Alzheimer's Association Foundations of Dementia Care: A Training Program to Enhance Skills and Enrich Lives Page: 12-13		X		X									
Wednesday & Thursday-- All Day	WTH05	AIM Ad-Hoc Reporting Using SQL (Structured Query Language) Page: 13	X					X							
Wednesday PM & Thursday AM	WTH06	Basic Spanish Course Page: 13	X			X									
Thursday-- All Day & Friday-- AM	THF07	Quality is Job 1— Understanding the Quality Assurance Standards for Aging Services Page: 14	X												
	THF08	Medicare Overview, Medicaid, and Social Security Basics Page: 14	X						X					X	
Thursday-- PM & Friday--AM	THF09	Advanced Spanish Page: 14	X			X									
Classes Scheduled for Monday – All Day: 9:00 a.m. to 4:30 p.m.															
Monday -- All Day	M10	AIM9 Data Entry BASICS Page: 14	X					X							

2006 Summer School Courses		Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complementary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
M11	Long Term Care and Health Care Planning Page: 15			X				X				X		
M12	Conducting Client Assessments by Using Good Interviewing Skills Page: 15				X						X		X	

Classes Scheduled for Monday Morning: 9:00 a.m. to 12:00 noon

Monday -- AM	M13	Exercise and Injury Prevention for Older Adults with Chronic Illness Page: 15								X				X	
	M14	Translating a Grant Funded Program in a Sustainable Community Program for Older Adults: Lifestyle University Page: 15	X							X					
	M15	Maximizing Independence with Assistive Technology Page: 15				X								X	

Classes Scheduled for Monday Afternoon: 1:30 p.m. to 4:30 p.m.

| Monday -- PM | M16 | Swallowing and Reflux Issues of Adults Page: 16 | | | | X | | | | X | | | | X | |

Classes Scheduled for Tuesday All Day: 9:00 a.m. to 4:30 p.m.

| Tuesday – All Day | T17 | AIM9 Administrative Functions Page: 16 | X | | | | | X | | | | | | | |
| | T18 | Disaster Preparedness: Are You and Your Clients Ready? Page: 17 | X | | | X | | | | | | | | X | |

Classes Scheduled for Tuesday Morning: 9:00 a.m. to 12:00 noon

Tuesday -- AM	T19	Effective Time Management Page: 17	X							X		X	X		
	T20	Tools for Making Better Healthcare Decisions Page: 17			X							X		X	
	T21	EXCEL-lent Contract Management Page: 18	X					X							

			2006 Summer School Courses	Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complementary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
TRACKS																
Classes Scheduled for Tuesday Afternoon: 1:30 p.m. to 4:30 p.m.																
Tuesday -- PM	T22		Motivating Positive Lifestyle Changes Page: 18					X			X				X	
	T23		Workshop to Implement EXCEL-lent Contract Management Page: 18	X					X							
	T24		Healthcare Interpersonal Relations—Working with Seniors Page: 19		.		X				X				X	
	T25		Volunteers and the Law Page: 19	X			X			X				X	X	
Classes Scheduled for Wednesday All Day: 9:00 a.m. to 4:30 p.m.																
Wednesday – All Day	W26		Volunteer Ombudsman Training Page: 19	X			X			X				X		
	W27		Thrift Store or Boutique—How to Determine Fair Market Value for Services Page: 19	X												
	W28		Good Nutrition: A Penny Saved and Pounds Wise: Teaching Your Client How to Shop for Nutritionally Appropriate But Inexpensive Foods Page: 20								X				X	
	W29		Labor License and Review: Criminal and Regulatory Investigations Page: 20	X			X			X			X			
Classes Scheduled for Wednesday Morning: 9:00 a.m. to 12:00 noon																
Wednesday – AM	W30		AIRS Certified Information & Referral Specialist Exam Page: 20	X					X			X				
	W31		Senior Peer Counseling Page: 20	X			X								X	
	W32		My Kids Bought Me a Computer. Now What? Page: 20	X					X							

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		2006 Summer School Courses	Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complementary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
	W33	Using Evidence-Based Research and Outcomes for Advocating for Seniors Page: 21									X	X	X	X	
	W34	Home Injury Prevention Page: 21	X									X			
Classes Scheduled for Wednesday Afternoon: 1:30 p.m. to 4:30 p.m.															
Wednesday -- PM	W35	The Invisible Population—Native Americans in South Carolina Page: 21	X	X	X				X	X			X	X	
	W36	AIRS Certified Information & Referral Specialist Retake Exam Page: 21	X									X			
	W37	Working In Retirement Page: 22	X											X	
	W38	The Internet (Web) for Beginners Page: 22	X					X							
	W39	ACCESS to Community Resources Page: 22	X					X				X			
Classes Scheduled for Thursday All Day: 9:00 a.m. to 4:30 p.m.															
Thursday – All Day	TH40	The Basics of Grant Writing: Tips for Success Page: 22	X												
	TH41	Best Practices for Understanding Challenging Behaviors Page: 23	X	X		X			X	X	X		X	X	
	TH42	Microsoft Word for Beginners Page: 23	X					X							
	TH43	Identity Theft, Frauds, Scams, and Cons: How to Protect Yourself Page: 23	X					X						X	
	TH44	Health Literacy 100 Page: 23-24	X	X	X	X			X			X		X	
Classes Scheduled for Thursday Morning: 9:00 a.m. to 12:00 noon															
Thursday -- AM	TH45	It's Your Story, Write It: Easy Steps to Get Your Story (or Someone You Know) Written and Published Page: 24	X			X								X	

		2006 Summer School Courses	Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complementary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
	TH46	Use of Forensic Science in Detecting Elder Neglect & Abuse Page: 24	X						X					X	
	TH47	Taking Care of Me: The Caregiver Page: 25	X		X									X	
		**Classes Scheduled for Thursday Afternoon: 1:30 p.m. to 4:30 p.m.**													
Thursday -- PM	TH48	Board Training for Non-Profit Organizations Page: 25	X												
	TH49	Loss in the Sunset Years Page: 25		X	X								X	X	
	TH50	Personal Finance For Seniors and Caregivers Page: 25	X									X		X	
	TH51	Introduction to the Division of Health & Licensing Page: 26							X				X	X	
		**Classes Scheduled for Friday Morning: 9:00 a.m. to 12:00 noon.**													
Friday -- AM	F52	Staying Young and Happy When You Feel Old and Crappy Page: 26					X			X				X	
	F53	Therapeutic Touch— Connecting Without Words Page: 26				X	X			X				X	
	F54	Diabetes in the Older Adult Page: 27							X					X	
	F55	Nursing Home Law (State and Federal) Page: 27	X						X				X		

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COURSE DESCRIPTIONS

MT01. Leadership in the Workplace
Maximum Enrollment: 25

Office of Human Resources Staff
This course will discuss topics such as the role of the supervisor, goal setting, building positive working relationships, developing others, diagnosis of performance problems, and human performance.

MT02. ABC's of Information, Referral & Assistance for I/R&A Specialists
Maximum Enrollment: 25

Barbra Link, Denise Wiles Rivers
This course will prepare the student to take the Certified Information and Referral Specialist (CIRS) exam.   The following topics will be taught in the 2 day class:
- Basic I&R Competencies: Tips for using your voice to calm, persuade and cajole.
- Assisting Difficult People: How to stay cool when the caller gets hot!
- Interviewing Skills: What do people really want?
- Special Populations: Keeping your foot out of your mouth the easy way.
- Professional Growth and Development
- I&R in times of disaster: Do they really need help or just someone to talk to?
- Staying afloat---ensuring your I&R program survives.

REQUIREMENTS TO TAKE THE CIRS EXAM POST TRAINING: Exam applications and study materials can be requested by phone or e-mail.

The following educational and experience qualifications must be met prior to applying for the CIRS exam:
- A bachelor's degree or higher in a human service related field and 1 year experience in information, referral and assistance.
- An Associate of Arts degree in a human service related field and 2 years experience in information, referral and assistance.
- A high school diploma or GED and 3 years experience in information, referral and assistance.

Target Group: Intake staff, Access Coordinators, I/R&A Specialists, Caregiver Support Specialists, anyone conducting client/patient interviews, and any other professional conducting I/R&A.
Course Sponsor: Lieutenant Governor's Office on Aging

MT03. Dementia Dialogues
Maximum Enrollment: 25

Janet E. Merling
This is a five-part learning experience designed to educate individuals who care for persons who exhibit signs and symptoms associated with Alzheimer's Disease or related dementias.   Each session is approximately one and one half hours in length.   Upon completion of all five sessions, participants will be awarded a Dementia Specialist Certificate.
Target Group: Nursing home staff and caregivers of people with Alzheimer's Disease or dementia

MT04. Alzheimer's Association Foundations of Dementia Care: A Training Program to Enhance Skills and Enrich Lives
Maximum Enrollment: 25

Adelle Stanley
This course is divided into two sections. The first section on Monday from 9-12 is for Administrators, Dementia Care Coordinators, Nurses, Social Workers and Shift

Supervisors. These professionals must attend the this portion of the training before they or their staff may attend the remaining sessions on Monday afternoon and Tuesday morning. *Staff do not attend the three hour session on Monday from 9-12.*

Team Leaders Course will identify team leader roles, name the five (5) basics of quality dementia care, list ways to empower their staff, specific approaches for supporting staff in providing better dementia care, review dementia care practice recommendations, identify ways to implement recommendations and develop short term action plans.

Staff Training Course will teach participants working with clients who have dementia the basic ways to help those with dementia, how symptoms of dementia affect the ability to function normally, communication challenges, challenges to eating and drinking, ways to encourage independence, successful ways to report pain, strategies to prevent pain and improve resident comfort, social needs of residents, and creative approaches to engaging residents with dementia.
Target Group: Administrators, Dementia Care Coordinators, Nurses, Social Workers, and Shift Supervisors.

**WEDNESDAY & THURSDAY
9:00 am – 4:30 pm**

**WTH05. AIM Ad-Hoc Reporting Using SQL (Structured Query Language)
Maximum Enrollment: 25**

Beth Hollingsworth and Jeanette Bodie
This course will offer an alternative approach to ad-hoc report writing in AIM, which does not require the time nor skill-level necessary to learn Info-Maker, Crystal Reports, or other such complicated software. Students will be given boiler-plate SQL Scripts they can then edit to fit their individual agency's needs for reporting.

Students will be shown how to query the AIM database and then export their queries into Excel. In Excel, they will be shown how to sort their data and create simple formulae for totaling units, counting clients, etc.

SQL can be used to "pull" a list of clients for monitoring purposes, birthday lists, caseworker lists, merge-mailings, etc. Students will use SQL to "pull" more fields than they are able to "pull" using AIM's Query Builder (e.g. date of birth, county, contact information, etc.) Students will use more complex filters than are available in Query Builder, such as selecting more than one service or funding source.

Pre-requisites for this course include a good understanding of AIM and Excel. Students are encouraged to bring laptops (or workstations) from their agencies. Instructor will be available to set up computers the day before class.
Target Group: Experienced AIM users, Managers at Councils on Aging and AAA level.

**WEDNESDAY, 1:30 pm to 4:30 pm &
THURSDAY, 9:00 am to 12:00 noon**

**WTH06. Basic Spanish Course
Maximum Enrollment: 15**

Alfredo P. Gonzalez
This course is designed to prepare non-Spanish speaking health and human service staff to use Spanish language skills to assist them to provide services and/or information to Spanish speaking clients and their caregivers. A simple form in Spanish will be used to provide basic questions and answers. Participants will be able to take this home to use in their agencies.
Target Group: Non-Spanish speaking health and human service staff, including LTC staff, law enforcement, and LTC Ombudsmen.

THF07. Quality is Job 1 – Understanding the Quality Assurance Standards for Aging Services
Maximum Enrollment: 25

Joanne Metrick
All Request for Proposals (RFP) for services purchased by Area Agencies on Aging are based on the uniform service standards in the Lieutenant Governor's Office on Aging Policies and Procedures Manual. Under-standing these standards is key to writing effective RFPs and preparing an effective submission. It is also key to determining an appropriate unit cost for the proposal. This day and a half course will review in detail the standards for the major services procured by AAAs and delivered by selected service providers. These major services are trans-portation, group dining, home delivered meals, home care services, and legal assistance services. Other services will be reviewed as time permits. At the beginning of the first session, the group will list the other services they would like reviewed.
Target Group: Area Agency on Aging program and fiscal staff

THF08. Medicare Overview, Medicaid, and Social Security Basics
Maximum Enrollment: 25

Gloria McDonald, Rosa Patterson, and Ava Austin
This course will include information on Medicare Parts A, B, D, and Medicare Advantage Plans. Participants will be provided resources on how to assist clients in enrolling in plans. This session will also cover Social Security entitlement and Medicaid eligibility/coverage for adults.
Target Group: Human service professionals, caregivers, and faith-based health boards

THF09. Advanced Spanish
Maximum Enrollment: 15

Alfredo P. Gonzalez
This course continues the development of basic language skills for those who work with the public. It stresses the grammar and vocabulary necessary for fundamental communications skills. Students will practice new vocabulary and grammar used in spontaneous conversation. The course will focus on listening for understanding. A fun course designed to enhance your expertise.
Target Group: Non-Spanish speaking health and human service staff including LTC staff, law enforcement, and LTC Ombudsmen.
Pre-requisite: Students must have taken a Basic Spanish Course or Conversational Spanish in 2004 or 2005.

M10. AIM9 Data Entry BASICS
Maximum Enrollment: 18

Beth Hollingsworth and Jeanette Bodie
The class agenda will include information and instructions for successful entry of client (demographic) assessment, and service units data. An AIM User's Manual will be provided for each student. Students should have a basic working knowledge of Windows 98, including how to use a "mouse".
Target Group: Beginning AIM users.
Course Sponsor: Lieutenant Governor's Office on Aging

M11. Long Term Care and Health Care Planning
Maximum Enrollment: 30

Charles M. Black, Jr., Mitchell C. Payne, Jan L. Warner
This course will explain why it is imperative for older South Carolinians and their families to plan in advance in an effort to avoid financial and material abuse and exploitation and how these plans can be implemented. Participants will gain a better understanding of the laws governing wills, estate taxes and estate planning. In addition, a summary of the procedures for probate and administration of a deceased estate will be discussed. An overview of advance directives, Probate Code, Adult Consent Act and planning for incapacity (powers of attorney, trusts, guardianships, and conservatorships), asset preservation options, such as reverse mortgage, long term care insurance, private pay, Medicare, Medigap, and Medicaid will be presented. Issues of visitation at nursing homes and assisted living facilities and patient's bill of rights will be covered. This course will be presented by a panel of Elder Law Attorneys.
Target Group: Aging and DSS Staff, LTC Ombudsmen, Caregivers, LTC facilities staff and administrators, families, law enforcement, and other interested persons.
Course Sponsor: ElderLaw Services of South Carolina, P.A.

M12. Conducting Client Assessments by Using Good Interviewing Skills
Maximum Enrollment: 20

Linda L. Danielsen
This course will cover the proper methods for conducting client assessments. Students will learn how to ask questions that lead to conclusions about service needs, possible referrals and home safety issues.
Target Group: Anyone conducting client assessments, case managers, and I/R&A specialists.

M13. Exercise and Injury Prevention for Older Adults with Chronic Illness
Maximum Enrollment: 25

William M. Simpson, Jr., MD
This course will examine principles of exercise for the older adult, methods for injury prevention while exercising, and the effect that chronic illness (potentially multiple illnesses) has on the ability to exercise, the risks of exercise and the need for exercise. Strength and flexibility, balance and coordination and aerobic exercises will be described and their benefits defined. Methods for injury prevention will be discussed, including choice of footwear and other protective garments. Specific diagnoses that effect ability to perform various exercises or increase risk of particular exercises will be listed and discussed.
Target Group: Those working with or caring for older adults.

M14. Translating a Grant Funded Program in a Sustainable Community Program for Older Adults: Lifestyle University
Maximum Enrollment: 25

Jennifer Blackledge
Palmetto Health's Center for Senior Hypertension was funded for the period of July 1, 2004, to June 30, 2006 by the Duke Endowment. The grant funding provided for the enhancement of a geriatric hypertension clinic and the formation of the Lifestyle University (LU), a series of free classes and outings for teaching patients how to achieve blood pressure control. LU consists of three months of classes and six monthly outings. Classes involve several instructional techniques, including small and large group discussions, hands-on activities, individual sessions, and group lecture. Every class is accompanied by a delicious, low-fat,

low-sodium meal. Each outing is focused on a specific discipline, encouraging a more hands-on learning experience.

The challenge for the Center for Senior Hypertension is how to transition from having grant funds to depending on the revenue from the clinic and other funding sources. While all of the materials for the classes have been developed, the main cost for the classes is for the instructors. What community contacts are important to make at this point? How can we help the patients attain blood pressure control with less financial resources? This course will focus on transitioning from a grant-funded program to a sustainable community program.

M15. Maximizing Independence with Assistive Technology
Maximum Enrollment: 20

Mary Alice Bechtler
Independence in activities of daily living is affected by the gradual and sometimes sudden consequences of aging. This course will review low-to-high tech assistive technology devices that assist individuals in maintaining or increasing independence in dressing, bathing, cooking, eating, recreation, and environmental control. Assistive technology for communication and sensory issues will also be discussed. The presenters will review different avenues for acquiring these devices and how to make appropriate referrals. Attendees will have an opportunity for hands-on use of the items. Catalogs and other resources will be provided.
Target Group: Formal and informal caregivers, management and administrative personnel, older adults, advocates, and direct care staff.

M16. Swallowing and Reflux Issues of Adults
Maximum Enrollment: 20

Carol P. O'Day, Mary Alice Bechtler
Aging and disease can dramatically impair the ability to swallow safely, which may lead to further health complications. The fundamentals of safe swallowing will be reviewed to facilitate a better understanding of swallowing and reflux problems. Many invention tools and strategies are available for positioning, diet modification, feeding, and environmental adjustment. Modified cups, utensils and plates that increase independence and facilitate a safe swallow will be demonstrated. The presenters will review different avenues for acquiring these items and how and when to make appropriate referrals. Issues related to maintenance of adequate nutritional intake and hydration will also be discussed.
Target Group: Formal and informal care-givers, management and administrative personnel, older adults, persons pursuing gerontology degrees, advocates, and direct care staff.

T17. AIM9 Administrative Functions
Maximum Enrollment: 25

Beth Hollingsworth
This course will cover the Administrative Functions in AIM, which include setting up new activities, backing up the AIM data-base, using optional reports, constructing SIMPLE ad-hoc reports, and installing or upgrading AIM9 as well as installing additional AIM9 reports. Students will learn how to check the database for validity and completeness of data and learn strategies for dealing with duplicate clients and managing client rosters and waiting lists.

Pre-requisites for this course include a good understanding of AIM9 Data Entry procedures, a basic understanding of Excel, and Internet proficiency (able to easily browse the Internet using Internet Explorer and to send and receive e-mails and e-mail attachments).

Students are encouraged to bring laptops (or workstations) from their agencies. Instructor will be available to set up computers the day before class.
Target Group: AIM Administrators

T18. Disaster Preparedness: Are You and Your Clients Ready?
Maximum Enrollment: 20

Linda L. Danielsen
This class will cover what providers and clients need to know about preparing for a disaster by developing a disaster plan; practicing for a disaster….what would you/they do?; practice evacuating in the event of a disaster (fire, tornado, etc.); what to pack/take with you in the event of an impending disaster. It will also teach the provider how to work with clients and help them prepare for all kinds of disasters.
Target Group: Individuals who care for seniors who need assistance pre and post disaster.

TUESDAY, 9:00 am – 12:00 noon

T19. Effective Time Management
Maximum Enrollment: 25

Annette E. Hird
There are only so many hours in the day—so it's important to use your time wisely. Poor time management can lead to stress, burnout, and a lack of fulfillment. Since effective time management can be a life-long pursuit for many, this course will examine multiple approaches that are recognized by experts in this field. This

course will examine such topics as "time wasters", prioritization, planning and scheduling, knowing when to say "No", and enhanced productivity vs. value fulfillment, among others. This course will involve lecture, handouts, and interaction – with individual and group activities. Time is a precious commodity for everyone and this course is suitable for the busy working professional, as well as the retiree who wishes to make the most of the years ahead.
Target Group: Formal and informal caregivers, direct care staff, older adults, management and administrative personnel, persons pursuing gerontology degrees, advocates, etc.

T20. Tools for Making Better Healthcare Decisions
Maximum Enrollment: 50

Andrea C. Fuller
Because healthcare decisions can be both difficult and emotional, the federal Medicare program has created tools that consumers and their families can use to obtain reliable information when it is needed. Nursing Home Compare and Home Health Compare have been placed on Medicare's national web site, which is www.medicare.gov. The same tools are available by calling 1-800-MEDICARE. Because Medicare is providing the information, seniors and caregivers can be assured that the information listed will be unbiased and factual. These tools, along with other sources of reliable information, can put seniors and caregivers back in the driver's seat with their own healthcare. This class will explain the tools and how they can be used along with other sources of information to make good decisions.
Target Group: Seniors, caregivers, healthcare professionals, and staff of LTC facilities.

T21. EXCEL-lent Contract Management
Maximum Enrollment: 20

Mark Smith
This course is designed specifically for fiscal and administrative staff of Area Agencies on Aging and enrollment is limited to those individuals. The course will focus on using Excel software to design spreadsheets to help meet contract management requirements of the AAA. Participants will be provided uniform data to work with in class so each participant must have a laptop with a CD drive. Topics covered will be managing payments to providers, tracking collection and application of Grant Related Income, distribution of NSIP funds, comparing data among grant periods, and monitoring appropriate service delivery and similar elements of contract management.
Target Group: Fiscal staff, administrative staff, or anyone wanting to know more about contract management

TUESDAY, 1:30 pm – 4:30 pm

T22. Motivating Positive Lifestyle Changes
Maximum Enrollment: 25

Annette E. Hird
Almost everyone has tried to amend some aspect of their behavior at some point in their lives or assisted someone else in making such a change. Anyone who has ever tried to amend some aspect of their behavior or lifestyle knows how difficult it can be: losing those 5-10+ extra pounds, quitting smoking, managing stress, and increasing physical activity may sound good as New Year's resolutions, but how many of us are able to follow through effectively? The focus of this course will be to assist individuals (healthcare professionals and laypersons) in developing an effective health behavior change plan through understanding basic principles and motivational factors.

Participants will gain a better understanding of the steps necessary to promote change including identification of a target behavior, contributing factors, data collection, developing strategies to overcome obstacles, goal setting, and motivational rewards. The course will be interactive and will utilize a handout that participants will complete individually as well as in groups (depending upon the type of program they are interested in). Participants will gain insight into some of the real and perceived barriers to change.
Target Group: Formal and informal caregivers, direct care staff, older adults, staff of LTC facilities, and LTC Ombudsmen.

T23. Workshop to Implement EXCEL-lent Contract Management
Maximum Enrollment: 20

Lisa Natividad
After discussions and demonstrations in the EXCEL-lent Contract Management course, this workshop is designed as a follow-up for participants. The instructor will assist participants in creating spreadsheets to address specific areas of interest for the individual AAA. Any AAAs with similar interests can work in groups to design a uniform worksheet, if that is desired by the fiscal and administrative staff enrolled in the workshop. Administrators may choose to design worksheets focused more for analysis of program data in AIM. The course will use Excel software to design spreadsheets to help meet contract management requirements of the AAA. Participants may bring regional data to use in designing their spreadsheets. Topics covered will be decided by the workshop participants.
Target Group: Limited to Fiscal and Administrative Staff of Area Agencies on Aging who took EXCEL-lent Contract Management

T24. Healthcare Interpersonal Relations—Working with Seniors
Maximum Enrollment: 70

Sewell I. Kahn
This is a unique course on interpersonal relations for health care providers with an emphasis on the interaction between providers and their elderly constituents. The format utilizes vignettes from my experience in the practice of medicine as well as material from medical, business, and communications literature. This course is divided into 3 parts: Communication, Respect and Professionalism, and Provider—Patient Interaction. In the communication part, basic communication skills, both verbal and nonverbal, will be explored. It will also look at the application of these communication skills in the every day healthcare worker—patient interaction as well as risk management and error prevention. Respect and professionalism will focus on being able to recognize and avoid ways that we inadvertently insult patients and colleagues.
The provider-patient interaction portion will examine the health care provider-patient interaction and look at ways to make the interaction more efficient and effective. We will specifically examine the issue of control of the interaction and how that affects both satisfaction and outcome. We will also address the information that needs to be communicated regarding medications, complementary/alternative as well as over the counter and prescription medications. Lastly, we will look at TV and the internet and their role in healthcare.
Target Group: Formal and informal caregivers and senior adults.

T25. Volunteers and the Law
Maximum Enrollment: 30

Jonathon Kresken
As President of the Waccamaw Community Foundation, and member of the SC Bar Association, Mr. Kresken will offer valuable information regarding volunteer issues. This course will also offer information pertaining to volunteers and legal issues and volunteers and the law.
Target Group: Volunteer ombudsman

WEDNESDAY, 9:00 am – 4:30 pm

W26. Volunteer Ombudsman Training
Maximum Enrollment: 20

Cheryl Stone
This training will offer a comprehensive look from the point of state training and what the core modules of state training require of each volunteer ombudsman. Volunteers completing this course will go into phase II of training at their local area agency on aging.
Target Group: New volunteers, anyone interested in becoming a volunteer ombudsman. (Prior application should be submitted Cheryl Stone at LGOA, 1301 Gervais Street, Columbia, SC 29201, to secure space and pre-interview.)

W27. Thrift Store or Boutique—How to Determine Fair Market Value for Services
Maximum Enrollment: 20

Kathy Richardson
One of the enduring problems of unit cost contracting is determining a fair price for services purchased for older adults. Using the requirements in the service standards for the major services purchased, the participants will identify allowable costs necessary to provide quality service. After determining the level of service needed to have a positive outcome for the recipient participants will create a budget for the service. After determining the amount of revenue available for the service the class will determine the number of units that can be purchased. Then the class will need to decide the basic questions—Can I afford to

offer this service? What adjustments can I make in allowable expenses without having a negative impact on the quality of service received? What additional revenue do I have to divert to this service? If I provide the level of service I can afford, what are the expected outcomes for the recipient?

W28. Good Nutrition: A Penny Saved and Pounds Wise: Teaching Your Client How to Shop for Nutritionally Appropriate but Inexpensive Foods
Maximum Enrollment: 20

Linda L. Danielsen, RN, CIRS
This course will teach providers how to teach clients to shop healthy and nutritionally wise. They will learn about fat grams and the meaning of the different fats in foods and meat; good and bad cholesterol; salt content in canned, frozen and packaged foods; and how to spend money wisely on their foods: brand name versus generic name brands.
Target Group: Nutrition site staff, service contractor staff

W29. Labor, License, and Review: Criminal and Regulatory Investigations
Maximum Enrollment: 25

Elliott Willis
This course is designed for those conducting either criminal or regulatory investigations. This course will explain the similarities and differences between the two types. Topics covered in this course will include: definition of an investigation, necessary skills for a good investigator, responsibilities of the investigator, investigative goals, the importance of the initial response, the incident to court process, criminal case structure, modus operandi, motive, preparing investigative reports, and information and evidence. Also covered will be interview and interrogation techniques; including how to recognize and utilize verbal and non-verbal deceptive

behaviors, information on Garrity and Miranda warnings, and neuron-linguistic programming.
Target Group: Investigators

W30. AIRS Certified Information & Referral Specialist Exam
Maximum Enrollment: 40

Barbara Link
This is the exam for CIRS, CIRS-A, or CRS.
Target Group: Intake staff, Access coordinators, I/R&A specialists, caregiver support specialists, anyone conducting client/patient interviews, and any other professional conducting I/R&A who have taken the 2 day CIRS training and whose application has been approved by AIRS to take the exam.

W31. Senior Peer Counseling
Maximum Enrollment: 25

Julia Woods and Elizabeth Colley
Course includes a film about the origin of Senior Peer Counseling. Topics include confidentiality, what is "peer counseling?", communication with compassion, and getting to know yourself (the relationship between personal growth, effective counseling and personal qualities that are helpful in counseling.)
Target Group: Organizations and seniors interested in Senior Peer Counseling programs.

W32. My Kids Bought Me A Computer: Now What?
Maximum Enrollment: 25

Kevin Pondy
So your family was kind enough to give you a computer. They say it is so easy a child can use it (and often does). After all, we live in the "Information Age", right? This

course is designed to teach you how to surf the internet, send e-mails, and type a basic letter.

Target Group: Anyone who wants to learn the basics of using a computer.

W33. Using Evidence-Based Research and Outcomes for Advocating for Seniors
Maximum Enrollment: 25

Bruce Bondo and Jeanette Bodie
We will provide presentations of results from the various Performance Outcomes Measurement grant projects, Advanced POMP and efforts in building the Seniors' Cube as a means of advocating for funding for services for South Carolina's seniors. The course will describe methods used, findings, the use of outcomes for grants, and the legislative budget process. We will show the impact of data from the AIM system and other sources, as well as research to explain to our state's policymakers the value of home and community based services for seniors. We will discuss how advocating additional funding to serve our state's seniors can help to address the issues/opportunities/challenges of the aging of South Carolina.

Target Group: AAA directors, local service contractors, and senior advocates.

W34. Home Injury Prevention
Maximum Enrollment: 25

Annette E. Hird
Unintentional injuries in the home can have severe consequences for older adults. A fall can lead not only to physical injury but a loss of independence—and even premature death. This course is designed to help individuals who make home visits become more aware of risk factors that contribute to unintentional injuries and to help provide information on risk reduction. This course is also useful for older adults and their informal caregivers who wish to gain more awareness of how to make the home a safer environment. Topics will include fall prevention, home safety checklists (for every area of the home), fire and burn hazards, and feasible modifications/interventions. This course will also serve as a forum for individuals to share additional observations and strategies, and provide connections to appropriate resources aimed at making the home of an older adult a safe place.

Target Group: Formal and informal caregivers, older adults, advocates, HHAs, CNAs, PCAs, and direct care and home health staff.

WEDNESDAY, 1:30 pm – 4:30 pm

W35. The Invisible Population—Native Americans in South Carolina
Maximum Enrollment: 30

Barbara MorningStar Paul
This course will give an overview of the history of Native Americans in South Carolina, pre- and post- European arrival. It will detail who the current tribes and groups are, and where they are. The course will outline State and Federal recognition, what it means and how you get it. An overview of the national trends in the Indian Country will be discussed and where they are headed along with their needs and why they aren't getting them met. The course will also explain what respect, fear, pride and tradition have to do with Native Americans.

Target Group: All service providers and administrators.

W36. AIRS Certified Information & Referral Specialist Retake Exam
Maximum Enrollment: 40

Barbra Link
National Certification Exam retake through the Alliance of Information and Referral Systems (AIRS).

Target Group: Anyone approved by AIRS to retake the above exams.

W37. Working in Retirement
Maximum Enrollment: 50

Billy Wooten
Seniors returning to the workplace have started a boomerang phenomena all across America. The reasons vary, but some need the additional income while others have just grown tired of being retired. So they come back to work, and retire, again, and again. This class will examine why older workers return to the workplace, why businesses need them, how to decide if you want to re-turn to the working world, and how to mar-ket your vast experience and abilities. If you are an older worker and have thought about a job change, have questions about retirement or coming out of retirement to work, or you need employees and want to recruit and hire more seniors, this session is for you.
Target Group: Older workers and older adults who are thinking of returning to the workplace, workforce agencies, staff interested in aging workforce issues, and staff of Employment Security Commission.

W38. The Internet (Web) for Beginners
Maximum Enrollment: 25

Kevin Pondy
The Internet - How do I get on it? How do I use it? How do I keep from getting viruses? With the vast amount of information available, the trick is how to find what you want. We'll talk about popular information pages like news, health, banking and mail plus search engines for finding other sites. You'll learn tips to help reduce your chances of getting a virus as well as minimize junk e-mail and better protect your personal information.
Target Group: Anyone new to the internet or who wants to learn a bit more about the internet.

W39. ACCESS to Community Resources
Maximum Enrollment: 30

Denise Wiles Rivers
Finding community resources available in your area is difficult and frustrating. Finding resources in other parts of the State is near impossible. In addition to seeing a demonstration of the new statewide I&R System (SC ACCESS), participants will learn about benefits available to seniors, how to get free amplified telephones, who can help pay for repairs to trailers, how to apply for free medication, an easy way to determine food stamp eligibility and other resources. Participants will be asked to share their "secret" resources with the group.
Target Group: Anyone, including persons with disabilities, searching the internet for information on services/ providers for seniors.

THURSDAY, 9:00 am – 4:30 pm

TH40. The Basics of Grant Writing:
Tips for Success
Maximum Enrollment: 20

Marsha Stepp and Barbara S. Kelley
This session on the basics of grant writing will help you gain insight into the process of developing a grant application. The workshop is designed for individuals who have never written a grant, new grant writers or the intermediate level professional interested in resource development. Topics covered will include: exploring sources of grant funding, creating effective grant writing teams, analyzing a Request for Proposals (RFP), following grant review criteria, preparing grant budgets and budget narratives, documenting the need, incorporating evaluations, and preparing an attractive document for reviewers and other tips.

TH41. Best Practices for Understanding Challenging Behaviors
Maximum Enrollment: 40

Randy Griffin
Caring for individuals with Alzheimer's Disease can only be successful when staff understand the effect that dementia has on the way a person receives, processes and expresses information. In this workshop we will explore through sensitivity training a new approach in understanding the mysteries of the disease and how caregivers can meet success on a daily basis. Participants will learn new approaches to care issues such as dressing, bathing, eating, and dealing with aggressive behaviors. Both verbal and physical approaches to safe caregiving will be explored in this workshop. The Safe Response Technique Model of Care will be demonstrated.
Target Group: Nurses, recreation therapists, physical therapists, and administrators.

TH42. Microsoft Word For Beginners
Maximum Enrollment: 20

John Roberts
Students will learn the functions and features of Microsoft Word to use efficiently and effectively in every day documents. Students will learn to set tabs and different types of tab stops to use. They will learn how to create tables, columns, bullets, and different types of breaks in Word documents. They will also learn how to create Word Art, insert pictures, text boxes, and graphics. Also, students will learn how to number pages in a document.
Target Group: Users of Microsoft Word

TH43. Identity Theft, Frauds, Scams, and Cons: How to Protect Yourself
Maximum Enrollment: 40

Mary Heatherly, Sherry Gore-King, Joseph C. Livingston, Tracy Meyers, Patricia Simmons
This course will educate participants on products, techniques, and practices used by modern day "Snake Oil Salesmen" that can be costly in more ways than money! These can be damaging physically, psychologically, and emotionally. Con artists, unscrupulous salesmen and swindlers target seniors and the vulnerable. They can cheat them out of everything they have with get rich schemes, illegal or fraudulent deals and scams. Participants will learn from experts how to be better prepared to recognize these and avoid being a victim. Some of the topics to be included are consumer and internet fraud, identity theft, securities fraud, transient criminal groups, and deceptive funeral planning practices.
Target Group: Aging staff, staff of other agencies, providers of services to senior centers, law enforcement, staff of LTC facilities, and any others interested.
Course Sponsor: South Carolina Department of Consumer Affairs, South Carolina Office of the Attorney General, South Carolina Law Enforcement Division.

TH44. Health Literacy 100
Maximum Enrollment: 20

Gayle Tyler-Stukes
What is health literacy? Health literacy is an individual's ability to read and follow medical instructions and other information. Persons should be able to understand health facts, remember pertinent health details, and follow the health practitioner's directions. Without functional health literacy, patients will not fully understand their disorder or the prescribed treatment. Such a situation would lead to ineffective use of health services, and ultimately a very poor health outcome.

The statistics of health literacy are astounding. Native-born Caucasians have the greatest low health literacy rates. Fifty percent of Hispanics and 40% of African-Americans have a low health literacy problem. Thirty-three percent of the Asian population also has a low health literacy problem. Because elders have fewer years of schooling than other populations, 66% of United States adults, 60 years of age or over, have inadequate health literacy skills, Forty percent of those with chronic disease are functionally health illiterate (Institute for Healthcare Advancement, 2003).

Most health materials are written on the tenth grade level or higher. There is also the added problem of too much health information added to the mix. Treatments are becoming more complex with instructions that are more detailed, and with fewer visits to the doctor. The average adult reads on an eighth grade level. One of five adults reads at fifth grade level or below (Institute for Healthcare Advancement, 2003)

This project attempts to narrow the health literacy gap by providing topics, and materials that would promote understanding, and self-management skills of patients. Some examples of the topics of this project are: First Steps: Getting Better Health Care; Introduction to Medical Terminology; Taking Charge of Your Medicines; and Taking Charge of Your Health. Our strategy is to develop and implement tools, create appropriate materials, and increase the contact that these materials can provide using technology.
Target Group: All individuals interested in health literacy.

TH45. It's Your Story, Write It! Easy Steps To Get Your Story (or Someone You Know) Written and Published Maximum Enrollment: 20

Proctor R. Bright and Mary Bright
This short course is designed to inspire you or someone you know to capture life's journey and share the legacy. Provided are simple step-by-step guides with easy to follow instructions on organization, writing techniques, and even publishing the final work.

It will distinquish the difference between an autobiography and memoir and help the writer find which works best for their story. The author will be encouraged to find their voice, and let the magic begin. It's never too late…or too soon to write. Important copyright facts, various publishing options, and avoiding pitfalls will be topics you don't want to miss.
Target Group: Caregivers, seniors, or activity directors

TH46. The Use of Forensic Science in Detecting Elder Abuse Maximum Enrollment: 25
Ted Kennedy
This course will cover methods used by physicians and pathologists to distinguish abuse from trauma, (i.e., the timing of injuries, the distribution of injuries on the body and patterns of objects creating injury). Other topics to be covered are medications, medical need and unusual incidences (falls, restraint mishaps, assault, rape). The importance of physical evidence as related to the prosecution of abuse and neglect will be addressed.
Target Group: LTC ombudsmen, APS staff, or others who might encounter an adult abuse case.

TH47. Taking Care of Me: The Caregiver
Maximum Enrollment: 25

Mona Elaine Saylor
As caregivers, we forget to take care of ourselves. Caring for others takes a toll on us physically, mentally, emotionally, and spiritually. We experience difficulty dealing with our feelings, especially guilt and anger.

In this workshop we will identify and normalize feelings associated with being a caregiver, identify ways to take better care of ourselves (hands-on activities), learn what it means to be a caregiver, and learn about available resources to help us care for our loved ones and ourselves.
Target Group: Caregivers and those working with caregivers.

THURSDAY, 1:30 pm – 4:30 pm

TH48. Board Training for Non-Profit Organizations
Maximum Enrollment: 50

Terri Whirrett
This course will provide basic board governance principles to non-profit boards of directors and the directors of their agencies. Topics will include: the CEO's role, the board chair's role, the board's roles and responsibilities; board member selection; universal truths of being a good board member; strategic plan development; evaluating the CEO; the role of an advisory board versus the governing board, conflict of interest, and more. There will be group discussion as well as a Powerpoint presentation.
Target Group: Directors of non-profit agencies and their board members

TH49. Loss in the Sunset Years
Maximum Enrollment: 50

Elena Bell and Mary Seabrook Albenesius
This course will provide participants with information to understand and help seniors and their caregivers cope with the numerous losses associated with growing old. This psycho-educational presentation will include didactic material, experiential activity, participant interaction and
- Define losses seniors and their caregivers face such as loss of health independence, sense of community, relationships, and death
- Provide a frame of reference, including grief theory to identify and understand core issues
- List task developmental stages for elders and their caregivers
- Look at family dynamics including common and troubling themes
- Discuss the concept of change in one's world view and behavior as a result of loss
- Address issues of caregivers such as changes in expectations, use of time, roles, and self perception
- Introduce techniques such as life review, rituals and story telling
- Redevelop sense of meaning (spirituality and hope)
- Acknowledge limitations experienced by elders, family, caregivers and professionals

Target Group: Formal and informal caregivers, older adults, and direct care staff.

TH50. Personal Finance for Seniors and Caregivers
Maximum Enrollment: 25

Bruce Bondo, Nancy Porter, and Paul Franklin
A panel of experts will provide information on the following areas:
1) Explanation of Federal and South Carolina state tax benefits for

seniors/disabled persons and caregivers who might benefit from available information to assist them in addressing financial needs resulting from aging, disabilities, and the need to serve as a caregiver.

2) Explanation of reverse mortgages and how they might be of assistance to the above population.

3) Explanation of Long Term Care Insurance.

The panel members will provide information on the above topics from the standpoint of the consumer. The presenters will explain what tax benefits are available, how reverse mortgages and long term care insurance work, and what consumers should look for in terms of options to consider and what to avoid.

Target Group: AAA Directors, local service contractors, senior advocates, and seniors

TH51. Introduction to the Division of Health & Licensing
Maximum Enrollment: 35

Jim Perrow

This course will give an overview of the Division of Health & Licensing, the programs we license, the bill of rights, and the complaint program. It will also have a discussion forum at the end.

Target Group: Ombudsmen

FRIDAY, 8:30 am – 12:00 noon

F52. Staying Young and Happy When You Feel Old and Crappy
Maximum Enrollment: 30

Marsha C. Ward and Carol Waters

After working with those over 65 years of age, one can begin to notice what makes some people thrive as they age and others seem to wither on the vine. This workshop will look at what factors help people remain happy and vital and what factors contribute to poor health and unhappiness. To help our seniors remain vital, we must look at the challenges they face every day and discover ways to help them overcome or embrace these roadblocks. Eating a healthy diet and exercising are of course key to a healthy lifestyle, but what other habits and attributes contribute to total wellness? Participants in this workshop will discover ways to assess the skills needed by seniors to remain young and happy as well as ways professionals can encourage them to nurture and or develop these traits.

Target Group: Anyone who lives or works with persons over 65 years of age.

F53. Therapeutic Touch—Connecting Without Words
Maximum Enrollment: 30

Randy Griffin

Therapeutic Touch (TT) is a contemporary interpretation of several ancient healing practices in which the hands are used as a focus to facilitate healing. It is a consciously directed process of energy exchange during which the practitioner uses the hands as a focus to facilitate the healing process. TT promotes relaxation and has been shown to be effective in the treatment of stress related resources, wound healing, reduction in pain, soothing fretful babies, labor and delivery, comforting those with a terminal illness and reducing anxiety associated with Alzheimer's Disease. Therapeutic touch can be taught to anyone who has the desire to want to help another person.

Target Group: Nurses, social workers, physicians, recreation therapists, and administrators

F54. Diabetes in the Older Adult
Maximum Enrollment: 30

Cynthia W. Smith
This presentation is an overview of diabetes. It will include myths and wives' tales about diabetes, what is diabetes, and who is at risk. The different types of diabetes will be discussed with emphasis on the older adult with diabetes. Self-care behaviors for diabetes such as healthy eating, being active, monitoring, medications, blood sugar problem solving, and reducing the risk of complications will be discussed. Some resources for the older adult with diabetes will also be shared.
Target Group: General population with diabetes; adults with diabetes; family or friends who are caregivers for adults with diabetes.

F55. Nursing Home Law (Federal &
State
Maximum Enrollment: 35

Pam Walz, Imani Woody, and Kelley
McPherson Jolley
This training will offer a national and state perspective regarding nursing home law. The federal focus will overview the federal statutes and rules, federal resident's bill of rights, the resident's bill of rights, and transfer and discharge rights.

Target Group: Ombudsmen, volunteer ombudsmen, and facility administrators

2006 PROGRAM POLICIES

APPLICATION FEES

1. Before July 14, the **non-refundable registration fee of $50** must accompany each application.
2. After July 14, the registration fee will be $150. The late fee will not be covered under the travel reimbursement.

CANCELLATION AND REFUND FOR COURSES

1. To cancel a course registration, fax a letter to (803) 734-9887. Cancellations will be accepted until August 4, 4:30 pm. Fees will not be refunded after August 4, 2006.
2. Substitute attendees will be accepted, but a $25 processing fee will be required.
3. The Lieutenant Governor's Office on Aging has the right to cancel a course if less than eight enroll. Students will be allowed to substitute another course and transfer the application fee. The application fee will not be refunded.

CANCELLATION OF HOUSING AND MEALS

1. Cancellation of housing and meals will be accepted until August 4, 4:30 pm.
2. To cancel meals and lodging, call Springmaid Beach reservations line at 1-800-770-7198. Cancellations made after August 4, 2006 will result in complete forfeiture of deposit.

CHANGE COURSE FEE

1. A fee of $25 will be charged to change a course. This fee is not covered by scholarship.
2. This fee will not be charged if a course is cancelled and the student must select another course.
3. This fee will not be charged prior to Summer School if you sign up for more than one course on the same day.
4. This fee will not be charged if an instructor informs you at the beginning of a class that you need to change courses.

TRAVEL REIMBURSEMENTS

1. Travel reimbursements may cover early bird registration fees, meals, and lodging up to $300. The total amount allowed is applied in the following order: fees, meals, and lodging.
2. Reimbursements for meals and lodging must be postmarked by July 14.
3. Reimbursements are not awarded to out-of-state students.
4. Students must share a room or pay the difference in room rate.
5. Students' offices must be at least 50 miles away to be eligible for meals and lodging reimbursements.
6. Students must take classes each day that meals and lodging are requested.
7. Late fees and change fees are not covered by scholarship.
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GENERAL APPLICATION FORM
2006 SUMMER SCHOOL OF GERONTOLOGY

Before your application can be processed, the $50 non-refundable registration fee must be enclosed. **After July 14, the registration fee increases to $150 and must accompany this application.**

Make checks payable to: Summer School of Gerontology, Lieutenant Governor's Office on Aging, 1301 Gervais Street, Suite 200, Columbia, SC 29201.

Name:	Mr. _____

SS#: _____	NHA/CRCFA License #: _____

Title/Position: _____

Name of Employer: _____

Business Address: _____

City: _____	State: _____	ZIP: _____

Daytime Phone: _____	FAX #: _____

E-Mail Address: _____

In case of illness or emergency, please notify:

Name: _____	Phone: _____

STATISTICAL DATA:

Date of Birth:(month & year) _____	Gender: <u>Female</u>

Race: (check one)	White ☐	African American ☐	Hispanic ☐	Other ☐

American Indian/Alaska Native ☐	Native Hawaiian/Pacific Islander ☐

POSITION CLASSIFICATION:
As it relates to gerontology, please check ONE box that best describes you.

☐ Interested Person	☐ Direct Service Provider (Aging Network)	☐ Student
☐ Administrator	☐ Direct Service Provider (Other Agency)	☐ Instructor
☐ Senior	☐ Researcher
☐ Other, please specify _____

TRAVEL REIMBURSEMENT:

☐ Travel Reimbursement Requested in the amount of $_____(*maximum amount $300.00*)

Please mark below type of staff you are:
☐ AAA Staff	☐ Local Service Contractor	☐ State Employees & other organizations

Please Note: Not available to out-of-state students

SENIOR DAY SCHOLARSHIP:

☐ **I am applying for a Senior Day Scholarship**

COURSE REGISTRATION FORM

Please list the numbers, names, days and fees of courses you wish to attend. In the event we are not able to give you first choice, you will automatically be registered for your second choice.

Name:

FIRST CHOICE:

Course Number	Course Name	Course Day(s) M-F

SECOND CHOICE:

Course Number	Course Name	Course Day(s) M-F

Summer School Fees: Early Bird Registration Fee Before July 14 ($50.00) Required.. $_____

Registration Fee After July 14 ($150.00)   Required . . . . $_____

Total Costs . . . . $_____

MAKE CHECK PAYABLE TO AND MAIL TO: **SUMMER SCHOOL OF GERONTOLOGY**
LIEUTENANT GOVERNOR'S OFFICE ON AGING
1301 Gervais Street, Suite 200
Columbia, SC 29201

RETURN ALL FORMS WITH PAYMENT FOR REGISTRATION FEES.

DO NOT SEND ANY PAYMENT FOR MEALS AND LODGING TO THE LIEUTENANT GOVERNOR'S OFFICE ON AGING.
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Springmaid Beach
Room Reservation Form
Summer School of Gerontology
AUGUST 20, 2006 TO AUGUST 25, 2006
(Please complete one form per person)

Name: _____

Agency: _____   Address: _____

City: _____   State: _____   Zip Code: _____

Home Phone: _____   Work Phone: _____

Arrival Date: _____   Departure Date: _____   Total # of Nights: _____

SPECIAL REQUESTS (subject to availability)   Accessible ☐   Crib ☐   Connecting ☐   Non-Smoking ☐

Rooms	Number of Nights	Total Price Per Night	Total Lodging Amount (# of Nights x Rate)	Room Description
Live Oaks Rooms		$97.65		2 Queens, Private Ocean View Balcony, Sleeps 4
Palmetto Rooms		$97.65		2 Queens, Private Ocean View Balcony, Sleeps 4

Reimbursement allows for 2 nights.

*In order to receive approval for the allowable reimbursement rate for lodging, you must first meet the reimbursement requirements. The total reimbursement amount allowed per student is $300, which is applied in the following order: fees, meals, and lodging. If there is remaining reimbursement money after covering the fees and meals, the student must share a room and register for classes for the entire day to receive the allowable reimbursement amount listed above. If the student does not meet these requirements, expenses will not be reimbursed.

VISA ☐   MasterCard ☐   Discover ☐   Diner's Club ☐   American Express ☐
Credit Card Number _____   Expiration Date: _____

I hereby authorize Springmaid Beach to charge the above credit card for one night's deposit in the amount of $ _____. Furthermore, I fully understand and accept the terms of the Cancellation and Early Departure Policies as stated below and agree that unpaid incidental charges remaining at checkout shall be charged to this card.

_____
Signature of Authorized Cardholder

List of Names of Individuals staying in the room: (Persons sharing a room should send forms together)

For Office Use Only:	
Total for Lodging:	
Approved Reimbursement Amount:	
Balance Due by Student:	

RESERVATION DEADLINE: The deadline for making reservations for the Summer School of Gerontology event is 8/5/06. The rates quoted on this reservation form are only guaranteed until 8/5/06. All requests for early arrivals and additional nights will be confirmed in writing. This form should be returned to the Springmaid Beach Group Sales Office with one night's deposit either by mail or fax. (For accuracy and verification purposes, Springmaid Beach does not accept telephone reservations for group events.)

CANCELLATION AND EARLY DEPARTURE POLICIES: Guests canceling reservations at least 15 days prior to the Summer School of Gerontology event, 8/5/06, will be refunded their entire deposit less a $25.00 processing fee for each canceled reservation. Cancellations made after 8/5/06 will result in complete forfeiture of deposit, regardless of reason. Changes in length of stay made after 8/5/06 or upon arrival will result in complete forfeiture of deposit. There are no refunds for early departure.

CHECK-IN AND LOCATION: Check-in at Springmaid Beach is not guaranteed until 4 p.m. or later.
Return To: Springmaid Beach, Group Sales, 3200 S. Ocean Blvd., Myrtle Beach, SC 29577, (800) 770-6895, Fax (843) 315-7237, www.springmaidbeach.com.

Summer School of Gerontology
1301 Gervais Street, Suite 200
Columbia, SC 29201